



## MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Statewide

09/15/2006

**Date Posted**

10/02/2006

**Notify Contact Person By**

Planning Supervisor, Analysis & Reports

**Job Title**

R05799

**Job Title Code**

Central Office / Transportation Planning Division

**District/Division/Office**

2217 St. Marys Blvd

**Location of Vacancy**

17

**Salary Grade**

\$4,283.00

**Min. Monthly Salary**

John Miller

**Supervisor/Team Leader**

Jim Taylor

**Contact Person (Name)**

TAYLOJ6

**(USERID)**

573-526-1047

**(Area Code/Telephone No.)**

**SAFETY-SENSITIVE JOB:**

YES

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NO

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**PHYSICALLY DEMANDING JOB:**

YES

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NO

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**Note:** Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

### Job Summary:

The planning supervisor, analysis and reports supervises the analysis of traffic data to provide design information for proposed construction projects, maintains state highway system traffic inventory data, and facilitates traffic data integration among stakeholders to aid development of the statewide highway system. Responsibilities are performed under general supervision.

### Minimum/Required Qualifications:

Bachelor's Degree: Business Administration, Public Administration, Transportation, Planning, Economic Development, or related field

Six years of experience in highway and transportation engineering.

### Supervisory Responsibilities:

Full Supervision

### Special Working Conditions/Job Characteristics:

### Examples of Work:

- Supervises the traffic analysis and reports unit including making hiring and other employment-related decisions, scheduling and assigning work, reviewing progress, conducting performance management and ensuring appropriate training is provided.
- Supervises and conducts statistical analyses to develop computerized traffic projection models for project needs analysis and system plan development.

- Provides traffic information to central and district offices including current and projected traffic volumes, turning movements, vehicle classifications, directional distributions, peak period traffic, traffic trends, and develops ad hoc queries to provide specialized data.
- Determines objectives and procedures for origin, destination, and special traffic studies.
- Coordinates meetings between division personnel, Federal Highway Administration (FHWA) officials, partnership planning organizations, and other outside agencies.
- Collects, distributes and reports non-traditional traffic data to provide innovative transportation solutions for the department's Intelligent Transportation System.
- Ensures traffic data meets FHWA guidelines; coordinates data collection group field activities; ensures information accuracy for count map preparation and special studies; coordinates the production and distribution of statewide and district traffic volume maps.
- Responds to inquiries concerning statewide traffic volumes, speeds, and trends from district design personnel, other divisions, local transportation officials, private developers, state legislators and representatives.
- Liaisons with Information Systems personnel to ensure proper traffic business rules, processes, and procedures are incorporated into traffic software.
- Coordinates with the State's planning partners and other state departments of transportation to develop, upgrade and integrate existing traffic software systems and programs.
- Coordinates and provides training in the traffic business area.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other responsibilities as required or assigned.

**How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.**

**Missouri Department of Transportation  
HR Services  
2211 St. Marys Blvd  
P.O.Box 1787  
Jefferson City, MO 65102**

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**